

## CHAPTER 8 — EMPLOYEE TRANSACTION REPORTING

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### **800 Employees to be Reported**

The *Employee Transaction Report* serves as a mechanism for reporting employee transactions when:

- An employee terminates employment.
- An employee takes a leave due to medical reasons.
- An employee changes employment categories due to a change in job duties.
- A previously submitted *Employee Transaction Report* requires correction.
- Late reported earnings or salary settlement must be reported. (See Subchapter 10.)

You must report timely (within one week after final reportable earnings have been paid) when there is a transaction to report. Once an employee's termination has been reported on an *Employee Transaction Report*, DO NOT report the employee again on your Annual Report.

Employee transactions allow ETF to provide:

- Timely benefit payments to employees who terminate and retire.
- Accurate and current information on participant accounts.

**801 Reporting Frequency**

The reporting of employee transactions should occur within one week after final reportable earnings have been paid. For state agencies on Central Payroll, employee transactions will be transmitted via the biweekly electronic media report. For the University of Wisconsin, employee transactions will be transmitted once a month via the electronic media report.

ET-2533 (REV 11/98)

### 803 Completion of the *Employee Transaction Report*

The following information must be entered on your report when applicable. Refer to sample report in Subchapter 802 for corresponding reference letters. Also refer to Subchapters 804 and 805 for information on which items must be completed on your report for each action code. If you are unsure of how to complete any of these items, please contact the Employer Communication Center at (608) 264-7900 for assistance.

#### A. REPORT DATE

Enter the date as MM/DD/CCYY. The year of the report date is the calendar year in which WRS contributions will be posted. Current year earnings and contributions are reported in the calendar year when paid.

The following examples represent the correct way to report hours of service and earnings for an employee who terminates employment at the end of a calendar year. The first example reflects reporting when all money is paid in 1999. The second example represents reporting hours of service and earnings when the final check is received in 2000:

Example 1	Employee terminates employment effective December 10, 1999 and receives the last paycheck on December 24, 1999			
Report Date	Action Code	Action Date	Calendar Year Hours	Calendar Year Earnings
12/24/1999	01	12/10/1999	2080	20,800

Example 2	Employee terminates employment effective December 10, 1999 and receives the last paycheck on January 7, 2000. In this situation, you will need to report two transactions--the first will be an annual transaction showing the hours and earnings paid in 1999. The second will be a termination transaction showing the hours and earnings associated with the last paycheck in 2000.			
Report Date	Action Code	Action Date	Calendar Year Hours	Calendar Year Earnings
12/31/1999	00	12/31/1999	2080	20,800
01/07/2000	01	12/10/1999	160	1,750

#### B. PAGE NUMBER

Enter page numbers for multiple-page reports.

#### C. EMPLOYER IDENTIFICATION NUMBER (EIN)

Enter your EIN (XXXX-XXX) as shown on your *WRS Monthly Retirement Remittance Report* (ET-1515).

#### D. EMPLOYER NAME

Enter your employer name as shown on your *WRS Monthly Retirement Remittance Report* (ET-1515).

**E. SOCIAL SECURITY NUMBER**

Enter the employee's Social Security number.

**F. NAME/ADDRESS**

Enter the employee's last name, first name and middle initial. You may not change a name with the *Employee Transaction Report*, instead refer to Chapter 5 for instructions on reporting a name change. The address is needed only if you are reporting termination codes 01-05, 07, and 08. The address entered will be used for our future communication with the employee.

**G. EMPLOYMENT CATEGORY**

Enter a two-digit employment category in the "Emp Cat" column for each employee listed. See Chapter 3 for detailed explanation of codes.

<u>Code</u>	<u>Category</u>
00	General Employee
01	Court Reporter
02	State Executive Retirement Plan
03	Protective With Social Security
04	Protective Without Social Security
05	Supreme Court Justice
06	Legislator or State Constitutional Officer
07	Appellate Judge
08	Circuit Court Judge
09	Local Elected Official
10	Teacher
11	State Executive Retirement Plan Teacher
12	Educational Support Personnel

**H. ACTION CODE**

Enter the two-digit action code. See Subchapter 804 for valid Action Codes and required data elements.

**I. TERMINATION/ACTION DATE (MM/DD/CCYY)**

Enter the month, day and four-digit year on which the action occurred.

**J. LAST EARNINGS DATE (MM/DD/CCYY)**

This date represents the last day of work for which the employee was paid. Enter this date if the last day for which paid was earlier than the Action (Termination) Date due to layoff or unpaid leave of absence.

Enter a last earnings date if reporting final hours of service and earnings, including vacation and sick leave, for a disability applicant who has not yet been terminated for WRS purposes and is waiting approval of disability.

Enter last earnings date only for action codes 54 (leave of absence due to non-work related illness or injury) and 58 (leave of absence due to work-related illness or injury).

**K. NEW EMPLOYMENT (CATEGORY) CODE**

Action Code 10 is used to report an employee who is changing from one employment category to another. You must enter the new employment category code in this field. See Subchapter 803 G for the list of employment category codes.

**L. JANUARY TO JUNE HOURS AND EARNINGS FOR TEACHERS, JUDGES AND EDUCATIONAL SUPPORT PERSONNEL ONLY**

Enter the fiscal year hours and earnings paid from January 1 through June 30 of the calendar year being reported for teachers, judges and educational support personnel (categories 05, 07, 08, 10, 11 and 12) only.

Important: Earnings which are paid to a nine or ten-month contract teacher on or after July 1 for service rendered in the preceding school year are deemed to be received on June 30 and must also be included in the January-June portion on the report. Hours and earnings for summer school paid in June, July or August must be included with the January through June fiscal year earnings if the summer school teaching was part of the contract for the previous school year. Twelve-month contract teachers must have hours and earnings reported "when paid." Enter:

1. Hours of Service (January through June). If possible, round partial hours to the nearest hour. Otherwise express as a decimal equivalent to the nearest one-hundredth.
2. Earnings (January through June) in dollars and cents.

NOTE: If you have employees with these categories who begin enrollment between July 1 and December 31, leave these fiscal year fields blank.

**M. HOURS AND EARNINGS FOR CALENDAR YEAR-TO-DATE**

Enter the hours and earnings paid from January 1 through the termination/action date. This applies to all employees, including teachers, judges and educational support personnel.

1. Hours of Service (calendar year). If possible, round partial hours to the nearest hour. Otherwise express as a decimal equivalent to the nearest one-hundredth.
2. Earnings (calendar year) in dollars and cents.

NOTE: For disability annuitants, include hours and earnings for vacation and sick leave.

**N. DEDUCTED FROM EMPLOYEE-EMPLOYEE PAID REQUIRED CONTRIBUTION**

Enter the amount of money **actually deducted** from the employee's paychecks toward the Employee Required Contributions. This amount can never exceed the maximum Employee Required Contribution for the category reported. Do not include:

1. The amount of Employee Required Contributions paid by the employer.
2. The amount deducted from the employee's paychecks for the Benefit Adjustment Contribution. (See O. below.)

**O. DEDUCTED FROM EMPLOYEE - EMPLOYEE PAID BENEFIT ADJUSTMENT CONTRIBUTION**

Enter the amount of money **actually deducted** from the employee's paychecks toward the Benefit Adjustment Contributions. This amount can never exceed the maximum Benefit Adjustment Contribution for the category reported. Do not include:

1. The amount of Benefit Adjustment Contributions paid by the employer.
2. The amount deducted from the employee's paycheck for the Employee Required Contribution. (See N. above.)

**P. ADDITIONAL CONTRIBUTIONS - 'X' IF YES**

Enter an "X" in this field only if additional contributions are being reported for the employee. An *Additional Contributions Report*, ET-2535, itemizing employee, employer and/or tax deferred additional contributions must also be completed and submitted with the *Employee Transaction Report*. If there are no additional contributions, leave this column blank. See Chapter 11 for instructions on completing the *Additional Contributions Report*.

**Q. PAGE TOTALS**

Enter totals for hours, earnings, and employee paid contributions for each column on each page. Accuracy is essential as these totals are used by ETF for reconciliation purposes.

**R. EMPLOYER AGENT SIGNATURE**

The WRS designated agent must sign the report to certify its content. The signature is required on the first page only of the report. If reporting electronically the agent must sign the electronic transmittal report.

**S. PREPARED BY AND TELEPHONE NUMBER**

Enter the full name and telephone number of the person who can answer questions concerning the information on your report. This information is required on the first page only.

**T. DATE**

Enter the date (MM/DD/CCYY) you completed the report.

**804 Termination/Leave of Absence/Employment Category Change/Action Code Descriptions and Reporting Requirements**

Action Code Descriptions

- 01 Used for resignation or retirement terminations.
- 03 Used when an employee is enrolled in WRS, but is not eligible (i.e., the employee works less than 30 calendar days or is an active employee or a rehired annuitant enrolled in error). You should reimburse the employee for any WRS contributions taken as a payroll deduction. Refer to Subchapter 303 for an exception for rehiring employees.
- 04 Used when an employee is terminated due to a non-work related illness or injury. Must be used to terminate an employee **for WRS purposes only** when ETF notifies you that the employee is approved for a WRS disability annuity.
- 05 Used when an employee is dismissed or discharged.
- 06 Used when the termination is due to an employee's death. The date of death on the death certificate must be used for the action date.
- 07 Used to report the termination for a local elected official who is waiving part-time elected service for WRS purposes only. Refer to Chapter 15 for more information.
- 08 Used when an employee is terminated due to a work-related illness or injury. Must be used to terminate an employee **for WRS purposes only** when ETF notifies you that the employee is approved for a WRS disability annuity.
- 10 Used when an employee is changing employment category due to a change in job duties. This action code will terminate the old category and create the new category. Hours and earnings associated with the old category are reported with this transaction. The new category must be listed in the new employment category code column. The action date is the effective date of the category change.  
  
NOTE: Action Code 10 is not to be used to correct a mistake made in checking the wrong employment category box on the *WRS Enrollment* (ET-2316). In this case, use the *Employee Identification Correction Change* (ET-2810). See Subchapter 511 for instructions.
- 54 Used when an employee is on a leave of absence due to a non-work related illness or injury. Action date must be left blank and last earnings date listed. Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. See Subchapter 1800 relating to a leave of absence beyond three years.
- 58 Used when an employee is on a leave of absence due to a work-related illness or injury. Action date must be left blank and last earnings date listed. Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. See Subchapter 1800 relating to a leave of absence beyond three years.



59 Used to report deemed military service under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Refer to Chapter 22 for special reporting requirements.

**Termination/Leave of Absence/Employment Category Change Reporting Field Requirements**

**Key:** Shaded Area for Employment Categories 05, 07, 08, 10, 11 & 12 ONLY  
R = Required I = If Applicable Blank = Do not include anything

	Action Code										
	01	03	04	05	06	07	08	10	54	58	59
Report Date (MM/DD/CCYY)	R	R	R	R	R	R	R	R	R	R	R
Social Security Number	R	R	R	R	R	R	R	R	R	R	R
Name (Last, First, Middle Initial)	R	R	R	R	R	R	R	R	R	R	R
Address	R		R	R		R	R				
Employment Category	R	R	R	R	R	R	R	R	R	R	R
Action Code	01	03	04	05	06	07	08	10	54	58	59
Action Date (MM/DD/CCYY)	R	R	R	R	R	R	R	R			See Ch. 22
Last Earnings Date			I				I		R	R	See Ch. 22
New Employment Category								R			
Hours for Teachers/Judges/Educational Support Personnel (Jan-June)	R 1,2		I 1,2	R 1,2	R 1,2		I 1,2	R 1,2	R 1,2	R 1,2	R 1,2
Earnings for Teachers/Judges/Educational Support Personnel (Jan-June)	R 1,2		I 1,2	R 1,2	R 1,2		I 1,2	R 1,2	R 1,2	R 1,2	R 1,2
Calendar Year Hours	R 2		I 2	R 2	R 2	R 2	I 2	R 2	R 2	R 2	R 2
Calendar Year Earnings	R 2		I 2	R 2	R 2	R 2	I 2	R 2	R 2	R 2	R 2
Employee Paid EERC	I		I	I	I	I	I	I	I	I	I
Employee Paid BAC	I		I	I	I	I	I	I	I	I	I
Additional Contributions	I		I	I	I		I	I	I	I	I

- For fiscal year employees hired on or after July 1, there will be no January-June hours and earnings to report.
- If you reported a terminated employee using the annual action code and you are now trying to report the termination action date, do not report the hours and earnings again.

## **805 Correction Codes for Previously Submitted Current Year Terminations and Reporting Requirements**

The following action codes should only be used to correct information previously reported in the current calendar year.

NOTE: Only the difference (the amount of hours, earnings, or employee paid contributions to be added to or subtracted from what has already been reported) is reported on the transaction report.

### **Correction Code Descriptions**

- 81 Used to correct previously submitted 01 termination.
- 83 Used to correct previously submitted 03 termination.
- 84 Used to correct previously submitted 04 termination.
- 85 Used to correct previously submitted 05 termination.
- 86 Used to correct previously submitted 06 termination.
- 87 Used to correct previously submitted 07 termination.
- 88 Used to correct previously submitted 08 termination.
- 89 Used to correct previously submitted 54 and 58 transactions.

### **Correction to Current Year Examples**

#### **Example 1 - Correcting Hours, Earnings and Termination Date**

Employee terminates employment October 9, 1999. The employee earned \$25,100 and worked 1,900 hours working in the general employment category. The employer reported the earnings and hours to ETF using action code 01, with earnings of \$25,100, 1,900 hours and with an action date of October 9, 1999.

The employer later determined that the employee used two weeks of vacation at the time of termination. The used vacation time included earnings of \$1,057 and 80 hours. This time extends the termination date to October 23, 1999. This vacation time is WRS reportable.

The employer must now report a correction to the original termination. The information to report is only the corrected information. The action code used is 81 and the employer will use action date October 23, 1999 and report earnings of \$1,057 and 80 hours.

When the correction is received, the participant account will reflect the original transaction plus the correction transaction, and will correctly show the termination date of October 23, 1999, total earnings of \$26,157 and 1,980 hours.

**Example 2 - Correcting Earnings Only (Termination Date remains the same)**

Employee terminates employment October 9, 1999. The employee earned \$25,100 and worked 1,900 hours working in the general employment category. The employer reported the earnings and hours to ETF using action code 01, with earnings of \$25,100, 1,900 hours and with an action (termination) date of October 9, 1999.

The employer later determined that the earnings should have been \$26,100. All other information remained the same.

The employer must now report a correction to the original termination by reporting only the \$1,000 difference in earnings. The employer will report action code 81, action date October 9, 1999 and earnings of \$1,000.00. No other hours will be reported.

When the correction is received, the participant WRS account will reflect the original earnings of \$25,100 and the corrected earnings of \$1,000, which totals \$26,100. The termination date will be October 9, 1999 and the hours will be 1,900.

**Correction Code Reporting Requirements**

**Key:** Shaded Area for Employment Categories 05, 07, 08, 10, 11 & 12 ONLY  
R = Required  
C = If Changed From Original Report (report the difference for hours and money fields)  
I = If Reported on Original Report  
Blank = Do not include anything

	Action Code							
	81	83	84	85	86	87	88	89
Report Date (MM/DD/CCYY)	R	R	R	R	R	R	R	R
Social Security Number	R	R	R	R	R	R	R	R
Name (Last, First, Middle Initial)	R	R	R	R	R	R	R	R
Address	C		C	C		C	C	
Employment Category	R	R	R	R	R	R	R	R
Action Code	81	83	84	85	86	87	88	89
Action Date (MM/DD/CCYY)*	R*	R*	R*	R*	R*	R*	R*	R*
Last Earnings Date			I				I	R
New Employment Category								
Hours for Teachers/ Judges/Educational Support Personnel (Jan-June)	C		C	C	C		C	C
Earnings for Teachers/ Judges/Educational Support Personnel (Jan-June)	C		C	C	C		C	C
Calendar Year Hours	C		C	C	C	C	C	C
Calendar Year Earnings	C		C	C	C	C	C	C
Employee Paid EERC	C		C	C	C	C	C	C
Employee Paid BAC	C		C	C	C	C	C	C
Additional Contributions	C		C	C	C	C	C	C

\* **The Action Date is always required:** If not changed from the date entered on the original transaction report, insert the original Action Date. If changed, insert the amended date.

**806 Mailing and Distribution of the *Employee Transaction Report***

When the report is completed:

- A. Send the original to:

Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931

- B. Retain the copy to use in reconciling individual Employee Transaction Reports, the Annual Transaction Report with the *WRS Monthly Remittance Reports* (ET-1515) at year end and for future documentation needs.

No payment is required with the Employee Transaction Report. Remit the required employee and employer contributions each month via the *WRS Monthly Remittance Report* (ET-1515). See Chapter 7 for remittance reporting instructions.

**807 Electronic Media Reporting**

Employers are strongly encouraged to report their employee transactions on diskette or tape. See Chapter 12 for further details and reporting specifications.